

DRAFT 09/09/2009
Office of the State Public Defender
EXIT INTERVIEW FORM

NAME _____ **DATE** _____

HIRE DATE _____ **DEPARTURE DATE** _____

PART I: REASON FOR LEAVING

RESIGNATION

_____ Took another position	_____ Dissatisfaction with Salary
_____ Family Circumstances	_____ Dissatisfaction with Type of Work
_____ Health Reasons	_____ Dissatisfaction with Supervisor
_____ To Attend School	_____ Dissatisfaction with co-workers
_____ Travel Difficulties	_____ Dissatisfaction with Working Conditions
_____ Other (specify) _____	

_____ **LAY OFF** _____ **DISCHARGE** _____ **RETIREMENT**

PART II: COMMENTS/SUGGESTIONS FOR IMPROVEMENT

1. If you are going to another job, what does that job offer you that your present job did not?

_____.

2. What did you like most about your job?

_____.

3. What did you like least about your job?

_____.

4. How did you feel about the following:	Satisfied	Neutral	Dissatisfied
Opportunity to use your abilities	_____	_____	_____
Recognition for work you did	_____	_____	_____
Training you received	_____	_____	_____
Office management methods	_____	_____	_____
Opportunity to talk with supervisor	_____	_____	_____
Physical working conditions	_____	_____	_____
Organizational communications	_____	_____	_____
Job was a good match for my skills and experience	_____	_____	_____
I had clear goals and objectives for performing my job	_____	_____	_____
My workload was manageable	_____	_____	_____
The workload was distributed fairly	_____	_____	_____
The work I was doing was satisfying	_____	_____	_____
I felt secure in my job	_____	_____	_____
Overall, the morale was good	_____	_____	_____
My supervisor did a good job of managing people	_____	_____	_____
There was open communication	_____	_____	_____
I received feedback regarding my work	_____	_____	_____
My supervisor/coworkers treated me with respect	_____	_____	_____
My work unit was managed efficiently	_____	_____	_____

5. Do you have any constructive comments or suggestions you would have for management in regards to making this a better place to work or as to how OPD could improve as an organization? _____

Signature _____

Date _____

Interviewer's Signature _____

Title _____